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OPERATING PROCEDURE FOR FCIC AGENTS.

WHEAT ACREAGE REPORT PROCEDURE//  
FOR 1954 AND SUCCEEDING CROP YEARS

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September 30, 1953

OPERATING PROCEDURE FOR FCIC AGENTS

WHEAT ACREAGE REPORT PROCEDURE  
FOR 1954 AND SUCCEEDING CROP YEARS

SECTION I. GENERAL

A. Introduction

In order to operate a sound county insurance program it is necessary that acreage reports be obtained from insureds promptly after planting is completed.

It is the responsibility of the agent to obtain acreage reports for all contracts and transmit them to the State Director. The district supervisor will assist the agent in making plans that will assure satisfactory and timely completion of this work. The supervisor will also check at least the first transmittal of acreage reports before they are transmitted by the agent to make sure that the agent is properly completing these forms which fix the coverage and the premium for the contract. Any unusual problems that develop in connection with obtaining acreage reports should be taken up with the supervisor in a timely manner.

B. Method of Reporting Insurance Data

1. Form FCI-219, " \_\_\_\_\_ Crop Insurance Acreage Report," (herein called Form 19) is provided for the insured's use in filing his acreage report.
2. The insured should understand that it is his responsibility to report his acreage and interest and the insurance data entered on the acreage report constitutes his final report. All of this information shall be entered by the insured, or furnished by the insured and entered by the person taking the report.

The insured shall be requested in every instance to carefully review the information given and make sure that it is accurate and complete before signing his report. This review by the insured is very important since in signing the report he certifies that the information is correct and complete. Thereafter, neither the acreage nor the share may be changed without the approval of the Corporation.

In no case shall the insured sign an acreage report form in blank.

3. The name and location or the legal description of each farm as shown on the acreage report will be used by the agent to determine the coverage and rate area in which the farm is located on the crop insurance map and by the Corporation in determining the location of the acreage which the insured reported. Therefore, it is important that the location of each



farm be furnished by the insured and, wherever possible, that the location be verified by use of maps. Where the crop insurance map is used in determining the location of the farm, the area number shall be entered at that time on the applicable line in column 7 of the acreage report. This also should be carefully reviewed with the insured.

## SECTION II. PREPARING AND HANDLING FORM 19

### A. Preliminary Operations

Before the work of obtaining acreage reports is begun, a Form 19 should be prepared by the agent for each insurance contract as follows:

1. Complete the heading of each form. Enter the name of the insured crop in the space provided in the title of the form " \_\_\_\_\_ Crop Insurance Acreage Report." The contract number shall be the number shown on the application and must properly identify the first year of the contract (i.e. for a contract beginning in 1949, 41-014-9-56; for a contract beginning in 1954, 41-014-4-56). If the address of the insured is not the same as that shown on the contract, the notation "note change of address" shall be entered in the space for "Remarks."
2. When there is insufficient space to record on one Form 19 the data for all farms covered by the contract, additional Forms 19 shall be prepared and identified in the heading as provided above. In such cases all Forms 19 for the contract shall be further identified in the heading with the notation "Page \_\_\_\_\_ of \_\_\_\_\_ pages." The total acreage seeded to the insured crop should be entered on the first form only in such cases.

### B. Obtaining Acreage Reports

Acreage reports should be obtained by (1) requesting the insureds to come to the county office or some other designated place and file their acreage reports or (2) contacting them at their farm. Forms 19 for absentee landlords should be obtained in a manner deemed by the agent to be most satisfactory.

1. All acreage reports must be submitted by the date set for completing acreage report work in each state.

#### (a) Counties Where Only Winter Wheat is Insured

In these counties the acreage report must be obtained by December 31 (March 31 in California) and the premium must be paid by February 28 (March 31 in California) in order for the insured to be eligible for the five percent discount.

#### (b) Counties Where Winter Wheat and Spring Wheat are Insured

- (1) Only one acreage report is required for each contract.
- (2) If the insured seeds spring wheat only or seeds both spring and winter wheat, the acreage report shall be obtained immediately after spring seeding is generally completed in the county.

(3) In cases where it is known that the insured will seed only winter wheat, an acreage report should be obtained after the seeding of winter wheat is completed and the notation "No spring wheat to be seeded" shall be entered in the space for remarks on the acreage report. These acreage reports shall be processed by the agent and forwarded to state directors currently.

(4) Acreage reports in these counties must be filed and the premium paid by June 30 in order for the insured to be eligible for the 5 percent discount.

(c) Counties Where Only Spring Wheat is Insured

(1) The 5 percent discount will not be applicable in these counties.

C. Instructions on Execution of Form 19

The Form 19 shall be prepared in accordance with the instructions set forth on the reverse side of the insured's copy and the following additional instructions, as applicable:

1. The insured should report his acreage and his share therein as of the time of seeding. The acreage need not be measured but it should be reasonably accurate, since neither the acreage nor the share in the crop can be changed by the insured without the approval of the Corporation.
2. Transfer of Interest. If all or a part of the insured crop was transferred to another person before the beginning of harvest or the time of loss, the acreage report should be completed and signed without regard to the transfer. In such cases the insured should furnish the agent the name and address of each person to whom any interest in the crop was transferred and the number of acres and the share in the crop transferred to each such person. In addition, the agent should obtain from the insured and transferee a properly executed Form FCI-21-Revised, "Transfer of Interest," in accordance with instructions in General Procedure 8, Revised.
3. Estimate of Total Acreage. The insured's estimate of the total acreage of wheat in the county seeded for all purposes in which he had an interest at the time of seeding must be shown in the space provided in the heading of the Form 19. It is very important that this figure be the insured's estimate and that it be made before any entries are made in the table.  
The purpose of this entry is to provide an over-all estimate by the insured of his acreage and will serve as a check figure in verifying the acreage entries in column 3 of Form 19. By using the insured's estimate of total acreage in this manner omission of fields or entire farms should be eliminated. For this figure to accomplish the purpose for which it was intended it must be the insured's estimate and not merely a sum of the acreage figures entered in column 3 and in the remarks space of Form 19. In reviewing acreage reports if there is doubt that this entry is the insured's estimate, or if it differs appreciably from the total of the entries in column 3, the entry shall be verified. If the insured did not have a share in the insured crop in the county, the word "none" shall be entered in this space and a brief statement shall be entered in



the "Remarks" section indicating whether the insured intends to seed wheat for the following year.

4. Entries on Separate Lines. Separate lines should be used to report the acreage on each part of the farm when
  - (a) the insured had different shares in the crop on parts of the farm at the time of seeding,
  - (b) the acreage is located in different coverage and rate areas,
  - (c) different farming practices (S.F. - C.C. - I. - N.I. - W.A.C. where such practices have been established for the county) have been followed on parts of the acreage, or
  - (d) different tenants or landlords share in the crop.

For each acreage where a designated farming practice has been followed, it shall be identified by entering the proper symbol(s) in column 2 of the acreage report.

5. Special Farming Practice. In counties where wheat is insurable only when specified farming practices have been followed, only the acreage on which the specified farming practices have been followed, or will be followed in the case of irrigation, shall be reported in column 3. Any other acreage of wheat in which the insured has an interest shall be reported and properly identified in the space provided for "Remarks" and by a sketch map.
6. Irrigated Acreage. In estimating the wheat acreage on which the insured may obtain irrigated coverage the insured should understand that irrigated coverage under the contract is limited to the acreage which he has facilities to irrigate, taking into consideration the acreage of other irrigated crops, and for which he can, at the time of seeding, reasonably expect sufficient water to irrigate. He should also understand that irrigated coverage does not attach until one irrigation, either preceding seeding of the crop or during the growing season, is carried out.
7. Acreage Not Insured. Under the contract insurance does not attach to volunteer wheat or wheat which was seeded:
  - (a) for purposes other than harvest as grain,
  - (b) with a mixture of flax or other small grains, vetch, Austrian winter peas, dry edible peas,
  - (c) on new ground acreage, (except in counties with a December 31 cancellation date),
  - (d) too late to expect to produce a normal crop,
  - (e) on irrigated land the first year after being leveled,
  - (f) with seed not adapted to the area, or
  - (g) on unclassified land.

Such uninsured acreages shall not be included in column 3 of the acreage report but shall be included in the estimate of the total acreage in the heading of the acreage report. If the insured has an interest in any acreage of wheat in the above classifications, such acreage shall be completely identified by legal description or by fields and farms in the space provided for "Remarks" on the acreage report. In addition, a sketch map shall be prepared where necessary to positively identify the acreage and the notation "See sketch map" shall be entered in the "Remarks" section. The sketch map shall be attached to the county office copy of Form 19.



If the insured designates any acreage as planted to wheat for a purpose other than harvest as grain he shall be informed that if such acreage is harvested as grain, the production shall be counted in determining the amount of any loss, even though there will be no coverage on the acreage.

If the insured has an interest in any of the other types of acreage not covered by insurance, he shall be advised that the production from such acreage will not be counted in determining any loss provided he keeps such production separate from the production from the insured acreage or keeps records satisfactory to the Corporation of the acreages involved and the production from each.

8. Wheat Following Sorghum. In some counties the actuarial tables contain a provision that wheat following sorghum is uninsurable. In these counties the state director will provide the agent with the necessary guidance and instructions for identifying such acreage and properly informing the insured as to the effect of this provision under his contract.
9. Insurance Unit. The insured shall be informed as to what land constitutes an insurance unit under his contract and that the insurance unit is the basis for determining the amount of any indemnity. Premiums are computed separately for each insurance unit.

If the insured elected to have a combination insurance unit for the crop year in the case of wheat, he should be informed he has only one insurance unit; otherwise each insured should be fully informed of the applicable of the following provisions which describe his insurance unit(s): (The combination unit does not apply in counties having a cancellation date of December 31.)

- (a) For an owner-operator all insurable acreage in the county in which he has 100 percent interest at the time of seeding is one insurance unit. (An insured could have only one unit of this type.)
- (b) For a landlord all insurable acreage in the county which is owned by him and rented to one tenant at the time of seeding is one insurance unit. (A landlord would have as many units of this type as he has share tenants.)
- (c) For a tenant all insurable acreage in the county which is owned by one person and operated by the tenant at the time of seeding is one insurance unit. (A share tenant would have as many units of this type as he has landlords.)

In case of land rented for cash or for a fixed commodity payment the lessee is considered the owner. In some cases an insured may have an insurance unit as a landlord or as an owner-operator and in addition he may work additional land as a tenant. It is important that this information regarding the acreage which constitutes an insurance unit as it applies to his operation be clearly understood by the insured and the person assisting him so that the Form 19 will show in columns 1 through 5 the information necessary for entering the proper insurance unit number(s) in column 6.

D. Signature of the Insured

The insured or his legal representative shall sign and date Form 19. Where more than one Form 19 is required to record all the farms under the contract, the insured or his legal representative should sign and date the last page.

The signature of the insured must agree with the name in the heading of Form 19. If the signature does not agree and is the signature of a legal representative, the difference shall be fully explained in the space provided for "Remarks" or on a Form 6.

Where an insured is requested to submit an acreage report by mail, the Form 19 mailed to him should be accompanied by a letter including all of the applicable information set forth above.

E. Statement of Facts

Wherever Form FCI-6, "Statement of Facts," (herein called Form 6) is prepared, the information entered thereon shall be a complete and accurate statement of the facts in the case. It shall include a complete description and the dates of the efforts made and the steps taken to get the facts, and all available information which will help to explain the case.

When the statement relates to a revised acreage report it should contain information as to how and when the case arose. Any such statement should be clear and complete enough that a person not familiar with the case could make a decision on its merits and to provide an adequate record should the case at a later time involve a controversy as to the amount of the premium or the amount of any indemnity.

F. Signature of Person Assisting the Insured in Preparing Form 19

If the person who assists the insured in preparing Form 19 is other than the agent, he shall enter the date and affix his signature in the space provided for "county office representative."

G. Unsigned Acreage Reports

Unsigned acreage reports should be held to a minimum. Only after every reasonable effort has been made to secure the signature of the insured should the acreage report be prepared and transmitted to the state director unsigned. The contract permits the Corporation to determine the insured acreage and interest. Whenever this determination has to be made, the agent shall establish the acreage and interest of the insured by a visit to the farm. In such cases the acreages should be measured or carefully estimated and the interest in the crop determined from reliable sources, (e. g., leases, deeds, other persons interested in the crop, current records, etc.). It is important that these determinations be as accurate as possible since there may be a later controversy regarding the case. Whenever these determinations are made, a Form 19 should be prepared, certified by the agent, and forwarded to the state director together with Form 6 setting forth (1) the reasons the insured did not report his acreage, (2) what efforts have been made previously to obtain the report, (3) the condition of the crop, (4) the method(s) used in determining the acreages and interests and (5) all other information pertinent to the case.



In cases where an unsigned acreage report is submitted for an insured who will not have an interest in any acreage of the insured crop seeded in the county, the Form 19 should be forwarded to the state director together with Form 6 setting forth (1) the basis for the information on the acreage report and (2) efforts made to contact the insured.

In cases where the insured does not file Form 19 and neither he nor any acreage of the insured crop in which he has an interest in the county can be located after a reasonable effort has been made, a Form 19 with the notation "Unable to locate insured or any acreage of the insured crop in which he shares in the county" shall be prepared and transmitted to the state director together with Form 6 in the usual manner. In such cases the state director may elect to declare the insured acreage to be "zero."

#### H. Delayed Acreage Reports

In case all acreage reports have not been obtained by the date established for the completion of this work, the obtaining of such remaining reports will be the responsibility of the state director.

### SECTION III. REVIEW AND COMPLETION OF FORM 19

#### A. Review

The Form 19 shall be carefully examined to determine that it has been prepared in accordance with the instructions and that all entries appear to be reasonable and include all the acreage of the insured crop in the county in which the insured is known to have had an interest at the time of seeding. If these requirements have not been met it may be necessary to re-contact the insured and obtain a correct acreage report before one is transmitted to the state director.

#### B. Completion

1. After Form 19 has been reviewed and is found to be complete and acceptable with respect to the information submitted by the insured, it shall be completed as follows:

Column 6: For each acreage shown in column 3, enter in column 6 an insurance unit number: (i.e., 1, 2, 3, etc.) to show which acreage(s) constitute each insurance unit. Where more than one line has been used to report data for parts of an insurance unit, enter and identify in the space provided for "Remarks" the total number of acres in each such insurance unit. For example: Unit 2 - 100 acres.

Column 7: For each acreage shown in column 3, enter on the correspondingly numbered line in column 7 the number of the coverage and rate area in which the acreage is located on the crop insurance map approved for that crop year. Since the area in which an acreage is located determines the premium and coverage for an insurance unit, it is very important to determine that the acreage is insurable and that the correct area number is entered in this column.

If it is found that a coverage has not been established for any of the acreage entered in column 3, a line shall be drawn through the entries in columns 1 through 5 for such acreage and a statement as follows entered on the corresponding line beginning in column 7. "No coverage has been established for this acreage."

However, if no coverage has been established for a part of the acreage shown in any entry in Part I such acreage shall be reduced to that for which a coverage has been established. The acreage for which no coverage has been established shall be identified in the space for remarks and on a sketch map. The insured shall be notified by letter of the changes made.

Column 8: Enter in column 8, following each entry in column 7, the applicable premium rate per acre (in bushels), which shall be obtained from the county actuarial table approved for that crop year.

Column 12:

(a) In counties which are eligible for a premium discount for excess reserve, enter the excess reserve factor (i.e., 70 percent) in the heading of column 12 for each insured eligible for the discount. If the insured is not eligible for the discount, enter 100. To be eligible for this discount, the insured must have been insured during the preceding crop year (or the last year in which the program operated in the county.)

(b) In counties where there is no premium adjustment in effect, no entry should be made in this column.

#### SECTION IV. COMPUTATION OF THE ANNUAL PREMIUM

A. If the insured desires to pay his premium prior to the time the "Premium Notice" is received from the Branch Office, the premium shall be computed in accordance with the following instructions:

1. Before any computations are made the insured's share in the crop as shown in column 4 shall be converted to a decimal fraction (if not already shown in this manner). For example:  $1/3 = .333$ ,  $1/2 = .50$ ,  $2/3 = .667$
2. In connection with any computation, rounding shall be performed as follows: Carry the computation one digit beyond the digit to be rounded. If the last digit is 5 or larger, round upward; if the last digit is 4 or smaller disregard it.

Column 9: For each acreage in column 3 enter the product of the following computations:

(a) Multiply the acreage (column 3) by the insured's share in the crop (column 4) rounding the product to tenths of acres.

(b) Multiply the product obtained in (a) above by the premium rate per acre (column 8). Round to tenths of bushels.



Column 10: For each acreage enter the applicable "size of acreage factor" for the insurance unit from the table below. Be sure that the "size of acreage factor" is determined on an insurance unit basis. If the insured has a combination unit, the factor will be determined on the basis of the total acreage of wheat in which he shares: (For the 1954 crop year the combination insurance unit does not apply in counties having a cancellation date of December 31.)

<u>Acres</u>	<u>Size of Acreage Factor</u>	<u>Acres</u>	<u>Size of Acreage Factor</u>
0 - 24.9	100	525.0 - 574.9	89
25.0 - 74.9	99	575.0 - 624.9	88
75.0 - 124.9	98	625.0 - 674.9	87
125.0 - 174.9	97	675.0 - 724.9	86
175.0 - 224.9	96	725.0 - 774.9	85
225.0 - 274.9	95	775.0 - 824.9	84
275.0 - 324.9	94	825.0 - 874.9	83
325.0 - 374.9	93	875.0 - 924.9	82
375.0 - 424.9	92	925.0 - 974.9	81
425.0 - 474.9	91	975.0 - and up	80
475.0 - 524.9	90		

Column 11: Enter the product obtained by multiplying the entry in column 9 by the entry on the same line in column 10, rounding to tenths of bushels. (Where the entry in column 10 is 100 carry the entry in column 9 forward to column 11.)

Column 12: Enter in column 12 the result obtained by multiplying each entry in column 11 by the premium adjustment factor, if any, in the heading of column 12. If there is no premium adjustment factor, make no entry in column 12. Where computations are made in winter wheat counties before they are certain that they are eligible for the discount for excess reserves, it will be necessary to complete the computations of the premium without regard to the discount. In such cases the Branch Office will apply the discount when eligibility is determined and will adjust the insured's premium.

Columns 13 and 14: These columns are self-explanatory and need be completed only when it is necessary to determine eligibility of the insured for a 50 percent discount because the accumulated balance of premiums paid by the insured over indemnities collected by him on consecutively insured crops equals or exceeds his maximum coverage under the contract for the current crop year.

The agent will receive from the state director the names of the insureds who may be eligible for this discount. In computing premiums for any of such individuals, the agent will execute columns (13) and (14) to determine the insured's maximum (harvested stage) coverage. If the accumulated premium balance for the insured equals or exceeds his maximum coverage as shown on line 6, column (14), the insured is eligible for a 50 percent reduction in his premium.

The state director will also furnish the agent the names of insureds who are eligible for a 25 percent discount because they have had 7 years of insurance without a loss.

Item A: Enter the total premium (the applicable of line 6, column 11, or line 6, column 12).

Item B: If the insured is eligible for a reduction in premium for good individual experience, enter in item B the amount of the reduction. Otherwise, enter andash (-).

Item C: Subtract the entry in item B, if any, from the entry in item A and enter the result in item C.

Item D: Enter the fixed price per bushel as shown on the county actuarial tables.

Item E: Enter the product obtained by multiplying the entry in item D by the entry in item C.

Item F: In counties where the 5 percent discount is applicable if the insured files his acreage report and also pays the premium for the contract in full by the date(s) prescribed in his contract, enter the amount of the discounted premium determined by multiplying the entry in item E by .95.

The 5 percent discount for early payment of premium is not applicable in spring wheat counties. (Counties with a December 31 cancellation date)

Item G: Enter the amount of premium paid.

Item H: Enter the date the premium was paid. (Item G and H need not be completed after Form 19 is transmitted.)

Item I: This item is for use of the State Crop Insurance Office and need not be completed by the county office.

## B. Verification and Certification

Entries made on Form 19 in accordance with the above shall be checked for accuracy. Corrections shall be made by drawing a line through the incorrect entry and entering the correct data.

The agent shall certify to the correctness and completeness of the data appearing on Form 19 by signing in the space provided for signature of the Corporation representative. The date of such signature shall be entered.

## SECTION V. REVISION OF INSURANCE DATA

### A. Correction of Data Entered by the Agent on Form 19

After a Form 19 has been transmitted to the state director it may be found that some of the data entered by the agent (Insurance unit number, area number, premium rate, computations, contract numbers, etc.) are incorrect. In such cases the agent shall prepare a Form 19 which shall be identical with the acreage report being revised except for correction of the data erroneously entered by him. An explanation of the change(s) made shall be entered in the space provided for "Remarks," or Form 6 may be prepared and attached. The word "Revised" shall be entered in the heading of the form. It will not be necessary to obtain the insured's signature for these cases; however, the form shall be dated and signed by the agent. Cases involving changes in basic insurance data submitted by the insured shall be handled as set forth below.

### B. Request for Revisions of Basic Insurance Data Shown on Form 19

If at any time after the insured has submitted an acreage report he requests a revision of any of the data shown on his Form 19, the case shall be handled in accordance with items 1, 2, 3, 4, and 5 below.

(In any case where a "Revised" acreage report is prepared, it shall be a complete corrected acreage report for the contract.)

#### 1. Minor Revisions

Revisions requested to effect minor changes should be discouraged by the agent.

#### 2. Decrease in Acreage

(a) Revisions requested to effect a material decrease in the acreage for a unit already shown on Form 19 for the reason that a lesser acreage was planted on the unit may be made if the revision is supported by measurements made by a qualified surveyor or obtained under another program of the Department of Agriculture. In such cases the agent shall prepare a "Revised" Form 19 in the regular manner. In addition, a Form 6 shall be prepared by the agent setting forth the facts in the case and shall be attached to the "Revised" Form 19.

(b) In cases where a request to effect a material decrease in the acreage is made by the insured and such request is not supported by measurements made by a qualified surveyor or obtained under another program of the Department of Agriculture, the insured shall pay the agent in advance the estimated cost of the measurement of the unit. Measurement of the acreage on the unit involved in these cases will be the responsibility of the agent. He may measure the acreage personally or hire a responsible person (such as an adjuster, county PFA performance supervisor, or a qualified surveyor) to make the required measurements. In cases where the measurement shows lesser acreage planted on the unit than that acreage reported by the insured, a "Revised" acreage report shall be prepared by the agent in the regular manner and transmitted to the state director together with a Form 6 setting forth the facts in the case.



(c) Where a Form 19 is submitted before it is too late to seed wheat in the area, and the insured later states in writing that any part of the acreage originally reported by him as seeded was destroyed at a time that it could be reseeded and such acreage was not reseeded, the insurance unit shall be inspected. If the statement of the insured is found to be correct a "Revised" Form 19 shall be prepared in the regular manner. In addition, the agent shall prepare Form 6 which shall be attached to the "Revised" Form 19.

### 3. Increase in Acreage or Share, or Addition of Farm

With respect to increases in acreages or shares shown on the original Form 19, or the addition of a farm which is not shown on the original Form 19, it is the policy of the Corporation to accept such revisions only in cases where the wheat crop has not been damaged. This approach to handling revisions of this nature is necessary in the operation of a sound county crop insurance program. It avoids the assumption of added liability in the county program in cases where losses are known to exist or where there is more than average likelihood of losses, and the increase in the cost of insurance protection in future years which may result from higher losses. Since the insured was in position to report the facts on his original acreage report, there is no justification for giving him the privilege of increasing his coverage after his crop is damaged.

Cases of the nature discussed above which, in the opinion of the agent, are significant and have merit, may be referred to the state director through the use of Form 6. The Form 6 should set forth all the pertinent facts regarding the requested revision.

Where the state director determines that further investigation is necessary, he will assign the case to an adjuster for inspection and the preparation of a complete report of the case. The original acreage report will remain in effect unless a revised acreage report is accepted by the Corporation. Depending upon all the facts, the state director may recommend any of these cases for approval or rejection.

4. Any cases not specifically covered above may be referred to the state director through the use of Form 6 setting forth all the facts.

### C. Revision of Premium Where Five Percent Discount was Obtained

1. In winter wheat counties if the cash premium computed on the basis of a "Revised" Form 19 exceeds the total cash premium shown on the previous Form 19, the insured will be allowed the five percent discount on the additional amount due. If he does not pay the additional amount at the time the "Revised" Form 19 is filed, and if the "Revised" Form 19 is otherwise acceptable to the Branch Office, the insured will be notified (by the Branch Office) of the extra amount due and will be allowed the five percent discount on the additional amount of his premium.



2. If the cash premium computed on a "Revised" Form 19 is less than the total cash premium shown on the previous Form 19, the insured shall be informed that he is due a refund of the overpayment and will receive a refund.

## SECTION VI. TRANSMITTAL AND DISTRIBUTION OF FORM 19

### A. Time and Manner of Transmittal

Transmittal of completed Forms 19 shall be made currently, in full transmittals if possible, but at least once each week. The completed Forms 19 shall be listed on Form FCI-15 Revised, "Transmittal of \_\_\_\_\_" (herein called "Form 15") as provided in the instructions on the reverse side of the form.

### B. Transmittal of "Revised" Forms 19

1. If the Form 19 originally submitted by the insured has not been transmitted to the state director, the "Revised" Form 19 shall be attached to the original Form 19 submitted by the insured and transmitted therewith.
2. When the Form 19 originally submitted by the insured has been transmitted to the state director and a "Revised" Form 19 is prepared, the "Revised" Form 19 shall be listed in the regular manner on a Form 15 marked "Supplemental" in the space provided for transmittal number and transmitted as soon as possible. No transmittal number shall be assigned to Form 15 for such cases.

### C. Distribution of Forms

1. The Branch Office and state office copies of Forms 15 and 19 and the original and first carbon of Form 6 shall be forwarded to the state office.
2. The county office copy of Forms 15 and 19, the second copy of Form 6, and all sketch maps used to identify specific acreage shall be retained in the county office.
3. If the insured has not been furnished his copy of Form 19, it shall be forwarded to him.

### D. State Office Exceptions to Form 19

Any errors on the Forms 19 listed on a transmittal will be noted on a schedule of exceptions prepared by the state office, which will be sent to the county office. When the county office receives the copy of the schedule of exceptions the related Form(s) 19 shall be corrected accordingly.

